Using the WELLINGTON Research Collaboration Room

with Lync or Scopia

Introduction

This document explains how to use the Wellington Research Collaboration Room desktop video conferencing system.

Room Location: Wellington Block 5 Room 5E25

Support

The Research Collaboration Rooms are self supported

- in room technical facilitation is not provided by ITS
- meeting hosts (and also meeting facilitators appointed by the host for each location) are advised to book self supported practice session(s) before hosting or facilitating their first meeting

The current version of this self-support guide for users of this room and additional support information can be found at this location: ITS Video Conferencing page

The locations of the three Massey Research Collaboration Rooms are:

- Albany: ALB LIB1.22A in the Albany Library, level 1, Room L1.34A
  - Help Phone ext in the room: 43761
- Manawatu: MTU LIB2.45 in the Turitea Library, level 2, Room 2.45
  - Help Phone ext in the room: 85422
- Wellington: WLG 5E25 in Block 5 Level E, Room 25
  - Help Phone ext in the room: 85658

Introduction

This document explains how to use the Wellington Research Collaboration Room desktop video conferencing system.

Turn on equipment

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1    | Approach the touch panel. It has a motion detector and will turn on.  
      | Touch the panel after a few seconds. |
| 2    | Press the On button of the Projector Controls. |
3 Press the power button on the computer in the equipment rack. A steady blue light should display.

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Turn on equipment, continued

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
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<tbody>
<tr>
<td>4</td>
<td>Turn on the wireless mouse and keyboard.</td>
</tr>
<tr>
<td>5</td>
<td>On the keyboard type Ctrl+Alt+Delete and sign on using your Massey credentials.</td>
</tr>
</tbody>
</table>
Using Lync or Scopia

Before using Lync or Scopia in each room for the first time you need to (once only) set up the cameras; as both Lync and Scopia can only use one of the two cameras in the room at a time.

Details on how to set up the cameras once for Lync or Scopia for the first time can be found in the Appendix to this guide.

Please Note:
1. The camera setup routine in the Appendix only has to be done once per user per room.
2. The camera setup does not set the default camera which will be selected by Lync or Scopia each time you (re)login to the PC in the room. That is: which is the first Blackmagic WDM Capture, and which camera is deemed to be the second Blackmagic WDM Capture(2) camera selected as per the Appendix, appears to be arbitrarily determined by which camera responds first to the “call” from the Lync or Scopia application.
3. Accordingly, using self view during every pre meeting set up, you are advised to point to each camera before you start the meeting and move the image on the display wall to the best possible location to capture the eyelines of the meeting facilitator(s).

Use Lync or Scopia Desktop video conferencing as you would normally do so on your desktop PC.

Details on how to use Microsoft Lync or Radvision Scopia can be found at this location: ITS Video Conferencing page.

Finishing Up

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Close session/software when you have finished.</td>
</tr>
<tr>
<td>2</td>
<td>Log-out from computer.</td>
</tr>
<tr>
<td>3</td>
<td>Tidy up room, and switch off lights.</td>
</tr>
<tr>
<td>4</td>
<td>Hosts to lock up the room as per instructions on booking confirmation.</td>
</tr>
</tbody>
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APPENDIX: Application capture settings

Each application must be set up once per user (logged on to the resident PC) per room to use the same resolution and frame rate as the BlackMagicDesign video capture system installed in the desktop PC in each Research Collaboration Room.

Contents

- Setting Up the Cameras for Microsoft Lync
- Setting Up the Cameras for Radvision Scopia

Setting Up the Cameras for Microsoft Lync

The Microsoft Lync is (by default) already be installed on Massey staff computers. See the ITS web pages for information.

Select Settings/Tools/Options

Select “Audio Device” and select the Speaker and Microphone
Select “Video Device” and choose the camera to use (“Blackmagic WDM Capture” or “Blackmagic WDM Capture(2)”).

Click on the Video Format tab, select “HD 1080p 25 – 8-bit 4:2:2 YUV” and then click “OK”.

Setting Up the Cameras for Radvision Scopia

Scopia Desktop Client software must already be installed on the computer. See the ITS web pages for information.

Click on Start/All Programs/Conference Client/Settings. On the Advanced tab:

Disable “Automatic Gain Control” and “Echo Cancellation”.
Both of these functions are handled by the BSS London Soundweb BLU-101 digital signal processor.
Enable “Exit Conference Client when conference ends”.

Select the camera that you wish to use with Scopia Desktop.
Use either the “Blackmagic WDM Capture” or “Blackmagic WDM Capture(2) device”
Click on “Source”

Select “HD 1080p 25 – 8-bit 4:2:2 YUV” and then click “Apply” and “OK”